

C.I.G. Administrative Instructions

Approved For Release 2001/08/02 : CIA-RDP81-00120R000000040044-5

UNCLASSIFIED

1 of 1

Draft

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

24 August 1949

SUBJECT: Rescission of Administrative Instruction [REDACTED], dated
24 April 1947, subject: Reporting of Erroneous Salary
Payments (Vouchered Employees Only).

Effective as of this date Administrative Instruction No.

[REDACTED] is rescinded.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Captain, USN
Executive

DISTRIBUTION: A.

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[REDACTED]
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 19 August 1949

FROM : Budget Officer

SUBJECT: Rescission of Administrative Instruction No. [REDACTED]

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1. Reference is made to Memorandum [REDACTED] dated 24 April 1947 pertaining to the reporting of erroneous salary payments applicable to vouchered employees. Memorandum [REDACTED] was changed to Administrative Instruction [REDACTED] subsequent to 30 June 1947, the date on which Memorandum [REDACTED] automatically rescinded, according to the pertinent remarks set forth therein.

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2. A review has been made by this office and it is not considered necessary to reissue Administrative Instruction [REDACTED] since the difficulties previously encountered no longer appear to be prevalent. It is therefore suggested that the Instruction be cancelled.

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[REDACTED]
E. R. SAUNDERS

*OK
22 Aug 49
R. L. [Signature]*

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CENTRAL INTELLIGENCE GROUP/AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

24 April 1947

STATINTL

NUMBER [REDACTED]

SUBJECT: Reporting of Erroneous Salary Payments (Vouchered Employees Only) *9m*EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. In spite of all the precautions taken, there is always the possibility that an overpayment or underpayment of salary may be made to an employee. If an employee receives any salary payment which he feels is not correct, or to which he is not entitled, he should immediately contact the designated payment and leave clerk who will check into the circumstances and contact the Chief, Pay Roll Unit, Extension 2249, for clarification.
2. If an underpayment has been made, proper adjustment will be made on the employee's next salary check. In the event an overpayment of salary has been made, the employee may choose any one of the following methods of making refund.
 - a. Return the check for cancellation. (If this method is followed, the employee will receive in his next pay check his regular bi-weekly salary plus the money actually due him for the prior pay period.)
 - b. Retain the erroneous check and make a cash refund immediately.
 - c. Request that the erroneous payment be deducted from the next salary check.
3. Through pay roll audit procedures, any incorrect payment will eventually be discovered. In order to prevent a financial hardship to an employee at a later date, it will be to his advantage to have the necessary adjustment effected immediately.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Executive for Personnel
and Administration.

STATINTL

ATTACHMENTS: None
DISTRIBUTION: A

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RENUMBERED PER CIA GENERAL ORDER [REDACTED]

EFFECTIVE 30 JUNE 1947, CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

24 August 1949

STATINTL

SUBJECT: Rescission of Administrative Instruction [REDACTED]
dated 24 April 1947, subject: Reporting of Erroneous
Salary Payments (Vouchered Employees Only).

STATINTL

Effective as of this date Administrative Instruction
[REDACTED] is rescinded.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Captain, USN
Executive

DISTRIBUTION: A.

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

STATINTL

MEMORANDUM
NUMBER [REDACTED]

24 April 1947

STATINTL

SUBJECT: Reporting of Erroneous Salary Payments (Vouchered Employees Only)

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. In spite of all the precautions taken, there is always the possibility that an overpayment or underpayment of salary may be made to an employee. If an employee receives any salary payment which he feels is not correct, or to which he is not entitled, he should immediately contact the designated payment and leave clerk who will check into the circumstances and contact the Chief, Pay Roll Unit, Extension 2249, for clarification.
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3. Through pay roll audit procedures, any incorrect payment will eventually be discovered. In order to prevent a financial hardship to an employee at a later date, it will be to his advantage to have the necessary adjustment effected immediately.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Executive for Personnel
and Administration.

ATTACHMENTS: None
DISTRIBUTION: A

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